



People Making
A Difference!

Idaho
State
Government

Legislative
Services
Office

Terri Kondeff, Deputy
Director
Legislative Services
Office
P.O. Box 83720
Boise, ID 83720-0054

Website:
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Non-Classified
Opening

Administrative Assistant

Non-Classified Classification

[Legislative Services Office – Central Administration](#)

Open for Recruitment: August 10 – August 21, 2020

Beginning Salary: \$20.00/per hour

Location(s): Boise State Capitol

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

This is a part-time, year-round, non-partisan position with the Idaho Legislature, with **Full-time** work during the Legislative Session (January – March).

Typical Duties:

- Coordinates administrative activities requiring frequent contact with the media, the public, volunteers, other state agencies, and governmental officials.
- Staffs legislative interim committees, including taking meeting minutes.
- Composes correspondence from general instructions; formats/types a variety of executive, sensitive, confidential, official, and/or legal documents.
- Maintains calendar of events/activities.
- Purchases office supplies for staff.
- Coordinates Public Records Request responses for the agency.
- First point of contact for visitors to the office, and via phone.
- Assists with accounts payable and PCard transactions.

Minimum Qualifications:

- Good knowledge of office support functions including word processing, filing, composing a variety of business documents, and reception (knowledge of GEMS and State of Idaho Statewide Accounting System a plus).
- Strong computer skills and extensive experience with Microsoft Office programs.
- Ability to independently solve problems.
- Strong knowledge of grammar and punctuation rules.
- Ability to work in a fast paced, team environment with frequent deadlines while maintaining professionalism.
- Cash handling experience.

To Apply: Mail or email cover letter, resume and 3 professional references by August 21, 2020:

to:

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Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.